



## FAIRFAX COUNTY GENERAL DISTRICT COURT

### SO YOU'VE WON A JUDGMENT - NOW WHAT?



Now it is up to you to take further action to collect on that judgment.

#### **HOW**

You will be sent a copy of your judgment through the mail. If you do not receive this within four weeks, check online at [www.courts.state.va.us](http://www.courts.state.va.us) or with the Clerk's Office to make certain the judgment requested in the courtroom was not vacated upon later review. If your judgment is valid, then try to make arrangements outside of court with the opposing party for payment of judgment. If this fails, the court provides processes to help you try to collect on your judgment; **but you must initiate the action.**

#### **TO BEGIN**

You may not execute on your judgment through the court until the ten day appeal period has expired (these are 10 calendar days, not work days). After those ten days, if the opposing party has not yet made arrangements with you for payment, and if they have not perfected an appeal to Circuit Court, you may return to the clerk's office for further assistance.

#### **YOUR OPTIONS**

There are several ways to execute on a judgment, and we strongly suggest you consult an attorney as to which option would be to your best advantage. The clerk's office staff cannot give you any legal advice, however, they can provide you with forms and assistance in initiating the following actions:

- **INTERROGATORY SUMMONS** - (\$46 + \$24 service fee per party to be served)  
If you do not know where the opposing party works, banks or owns property, you may summons them to court to answer your questions under oath as to their assets and where they are located.
- **GARNISHMENT** - (\$46 + \$24 service fee per party to be served) If you know where the opposing party is employed or has a bank account, you may file forms to have his bank account or a portion of his wages attached.
- **ACTUAL LEVY** - (\$25 execution fee only, Sheriff may require a bond) If you know where the opposing party resides or are aware of any specific personal property (not real property), the Sheriff will attempt to place a lien on items whose worth is sufficient to cover the cost of your judgment. These items may later be sold at a Sheriff's sale with the proceeds going to you. There is more to this procedure, please contact the Sheriff's Office after the lien has been placed.
- **DOCKETING OF JUDGMENT** - (fee to Circuit Court, no court appearance) This is done through a Circuit Court and places a lien against any real property owned in a specific county. To do this, you obtain a certified copy of your judgment (called an "abstract") from the General District Court and take it to the Circuit Court for the county where the real property is located. Fairfax Circuit Court is on the 3rd floor of the Fairfax County Courthouse.
- **TRIPLE SEAL** - (fee to Circuit Court, requires no further court appearance in this court)  
If you wish to execute on any assets located outside of the Commonwealth of Virginia, you may wish to inquire about a Triple Seal of your judgment through the Circuit Court.

#### **YOU MUST NOTIFY THE COURT IN WRITING ONCE JUDGMENT HAS BEEN SATISFIED**

(Notice of Satisfaction, Form DC-458, is available online at [www.courts.state.va.us](http://www.courts.state.va.us) or in the Clerk's Office)

Fairfax County General District Court, Civil Division  
4110 Chain Bridge Rd, Room 211  
Fairfax, VA 22030

Phone: 703-246-3012  
Court Information Line: 703-691-7320  
[www.courts.state.va.us](http://www.courts.state.va.us)



For reasonable ADA accommodations or alternate format please contact 703-246-2153.

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